

MACOMB COUNTY, MICHIGAN

GENERAL FUND

COUNTY CLERK

GENERAL COUNTY

101

21501

3

DEPARTMENT PURPOSE:

The County Clerk is the official Clerk of the Circuit Court, Board of Commissioners, Board of Election Commissioners, Tax Allocation Board, Board of County Canvassers, County Plat Board, Civil Service Commission-Macomb County Sheriff Department, Jury Commission, Elections Scheduling Committee, and Concealed Weapons Licensing Board.

DEPARTMENT FUNCTIONS:

The Clerk oversees and is responsible for the following areas:

- Vital Records, which issues certified copies of birth and death certificates, marriage licenses, certificates of assumed names and co-partnerships, notary public commissions and concealed weapon permits.
- The Office keeps records of military personnel discharges and processes passport applications.
- All Circuit Court cases, civil, domestic, and criminal, are initiated in the County Clerk's office.
- The Clerk also oversees the operation of the Jury Room for Circuit and Probate Courts.

DEPARTMENT POSITION CLASSIFICATIONS	2006 RANGE		AMENDED 2006 BUDGET	2007 BUDGET
County Clerk/Register of Deeds		\$106,745	1	1
Deputy County Clerk	67,645	84,556	1	1
Chief Court Clerk	49,939	62,424	1	1
Chief Election Clerk	49,939	62,424	1	1
Administrative Assistant	41,810	52,262	1	1
Administrative Secretary	37,828	47,285	1	1
Jury Clerk	32,415	40,518	1	1
Supervisor of Records	32,404	40,505	2	2
Cashier II	32,818	39,779	1	1
Senior Secretary	32,818	39,779	1	1
Judicial Court Clerk	32,818	39,779	20	21
Account Clerk IV	29,885	35,159	1	1
Cashier I	29,156	34,301	2	2
Account Clerk III	29,281	33,465	1	1
Computer Maintenance Clerk	28,567	32,648	16	16
Typist Clerk III	27,871	31,852	4	4
Account Clerk I/II	25,249	30,317	1	1
Steno Clerk I/II	25,249	29,578	2	2
Typist Clerk I/II	24,634	28,856	10	10
Microfilm Operator/Clerk (1)	25,249	28,856	2	2
Co-op Clerk (PT)	8.00	8.61 /hr		
TOTAL			70	71

(1) 1 Position is Red-Circled -- Paid as a Microfilm Operator I (\$25,159.)

MACOMB COUNTY, MICHIGAN

2007 BUDGET SUMMARY

FUND 101 - GENERAL FUND
ORG 21501 - COUNTY CLERK

ACCOUNT NAME	FUND 101 2005 ACTUAL	2006 CURRENT BUDGET	ACTUAL YTD 12/29/06	2007 BUDGET ADOPTED
TOTAL PERSONNEL EXPENSES	3,590,321	4,485,540	3,917,865	4,814,844
OFFICE SUPPLIES	30,067	32,729	31,843	31,200
BOOKS & PUBLICATIONS	1,226	1,500	1,362	1,500
POSTAGE & DELIVERY	33,269	34,000	31,536	34,000
CHARGE CARD FEES	8,730	8,000	7,960	8,000
MEMBERSHIP DUES	1,120	1,350	1,035	1,350
FAX FEE SERVICES	0	1,000	0	1,000
LOCAL TRAVEL	162	400	244	400
TRAVEL EXPENSE	146	400	59	450
CONFERENCE & SEMINAR	618	2,700	0	0
PRINT & BINDING	74,278	91,175	52,376	92,100
ADVERTISING	0	71	0	500
COMMUNICATIONS-INTERNET	0	500	152	500
FAX ON DEMAND SERVICES	19,585	17,000	16,047	17,000
INDEXING SERVICES	71,160	71,160	65,230	71,160
VEHICLE OPERATING AND REPAIR	682	1,300	582	1,300
EQUIPMENT REPAIR & MAINT	13,474	11,175	10,788	10,950
EQUIPMENT RENTAL	0	240	0	240
MEETING EXPENSES	14	50	0	0
SPECIAL PROJECTS	8,993	10,000	9,405	10,000
MISCELLANEOUS	480	75	50	475
CASH OVER AND SHORT	125	100	85	100
TOTAL OPERATING EXPENSES	264,129	284,925	228,754	282,225
INSURANCE	21,703	23,572	17,738	28,814
TELEPHONE	44,662	45,731	41,920	50,928
EQUIPMENT RENTAL	9,910	9,911	7,201	8,773
MIS-COMPUTER MAINTENANCE	5,015	6,398	5,864	5,540
MIS-DATA CENTER SERVICES	45,073	80,047	73,376	69,436
TOTAL INTERNAL SVCS COSTS	126,363	165,659	146,098	163,491
TOTAL ORGANIZATION	3,980,813	4,936,124	4,292,717	5,260,560

MACOMB COUNTY, MICHIGAN

2007 BUDGET SUMMARY

FUND 101 - GENERAL FUND
ORG 21501 - COUNTY CLERK

ACCOUNT NAME	FUND 101 2005 ACTUAL	2006 CURRENT BUDGET	ACTUAL YTD 12/29/06	2007 BUDGET ADOPTED
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PERFORMANCE MEASUREMENTS

CRITERIA	2004 ACTUAL	2005 ACTUAL	2006 PROJECTED	2007 PROJECTED
BIRTH RECORDS	4,713	4,445	4,600	4,500
BUSINESS REGISTRATIONS	8,257	7,686	8,300	8,400
CIRCUIT COURT FILINGS	17,100	17,694	18,100	18,500
CCW APPROVALS	3,341	4,341	4,000	4,200
DEATH RECORDS	5,942	6,113	6,000	6,100
JURY ROOM APPROVALS	7,220	9,729	14,566	15,000
MARRIAGE LICENSES	5,603	5,445	5,500	5,600
MILITARY DISCHARGES	48	45	40	45
NOTARY PUBLIC	2,819	2,828	2,900	3,000
PPO APPROVALS	1,186	1,053	1,000	1,100

MACOMB COUNTY, MICHIGAN

GENERAL FUND

CLERK-ELECTIONS

GENERAL COUNTY

101

19101

3

DEPARTMENT PURPOSE:

The Election Department conducts and oversees all federal, state and county elections, including the printing and distribution of election ballots.

DEPARTMENT FUNCTIONS:

- Provides public with information on election records, statistics, voting precinct information.
- Filing official for all candidates running for public office for state senate, representative, county offices, county commissioners, probate court and precinct delegates.
- Administration and maintenance of the Campaign Finance Report requirements for all county, city, township, village and school board candidates.
- Administration and maintenance of all political, ballot question, and independent committees.
- Record maintenance and processing for the Board of Canvassers, Election Commission and Election Scheduling Committee.
- Maintain Qualified Voter File which links election officials to a centralized, fully automated data base.

DEPARTMENT POSITION CLASSIFICATIONS		AMENDED 2006 BUDGET	2007 BUDGET
Board Per Diems		\$32,000	\$32,000

MACOMB COUNTY, MICHIGAN

2007 BUDGET SUMMARY

FUND 101 - GENERAL FUND
 ORG 19101 - COUNTY CLERK-ELECTIONS

ACCOUNT NAME	FUND 101 2005 ACTUAL	2006 CURRENT BUDGET	ACTUAL YTD 12/29/06	2007 BUDGET ADOPTED
PER DIEMS	4,086	32,000	15,501	32,000
OFFICE SUPPLIES	2,881	3,500	2,767	3,500
BOOKS & PUBLICATIONS	387	910	400	910
POSTAGE & DELIVERY	5,070	5,500	5,378	5,500
TRANSCRIPTS	1,439	500	235	1,000
MEMBERSHIP DUES	0	100	0	100
LOCAL TRAVEL	447	1,800	1,215	1,800
TRAVEL EXPENSE	175	1,000	543	1,000
PRINT & BINDING	497	1,550	151	1,050
ADVERTISING	375	1,000	0	1,000
EQUIPMENT REPAIR & MAINT	0	875	736	875
MEETING EXPENSE	154	300	129	300
MISCELLANEOUS	0	200	11	200
CONTRACT SERVICES	0	10,000	10,000	0
TOTAL OPERATING EXPENSES	15,512	59,235	37,064	49,235
TELEPHONE	403	449	0	1,734
EQUIPMENT RENTAL	1,906	1,734	1,300	0
MIS-COMPUTER MAINTENANCE	658	0	0	0
MIS-DATA CENTER SERVICES	5,912	6,000	0	0
TOTAL INTERNAL SVCS COSTS	8,879	8,183	1,300	1,734
ELECTION EXPENSES	370,000	370,000	370,000	370,000
CONTRIBUTIONS	370,000	370,000	370,000	370,000
TOTAL ORGANIZATION	394,391	437,418	408,364	420,969

MACOMB COUNTY, MICHIGAN

GENERAL FUND

101

JURY COMMISSION

16601

GENERAL COUNTY

3

DEPARTMENT PURPOSE:

To maintain a complete listing of all registered voters in Macomb County for the soul purpose of selecting prospective jurors.

DEPARTMENT FUNCTIONS:

The Jury Commission maintains and updates rosters of eligible jurors for the District, Circuit and Probate Courts of Macomb County.

Between 8,000 and 10,000 names are selected annually as prospective jurors. A final list is determined by questionnaire and careful screening.

Every two months the number of jurors required by the courts is drawn from the final list.

DEPARTMENT POSITION CLASSIFICATIONS		AMENDED 2006 BUDGET	2007 BUDGET
Commission Per Diems		\$500	\$500

MACOMB COUNTY, MICHIGAN

2007 BUDGET SUMMARY

FUND 101 - GENERAL FUND
ORG 16601 - JURY COMMISSION

ACCOUNT NAME	FUND 101 2005 ACTUAL	2006 CURRENT BUDGET	ACTUAL YTD 12/29/06	2007 BUDGET ADOPTED
PER DIEMS	300	500	300	500
OFFICE SUPPLIES	1,593	2,525	2,279	2,600
BOOKS & PUBLICATIONS	387	400	400	400
POSTAGE & DELIVERY	33,551	25,100	16,527	25,100
LOCAL TRAVEL	73	150	78	150
PRINT & BINDING	14,491	14,375	13,666	14,200
EQUIPMENT REPAIR & MAINT	7	700	167	800
TOTAL OPERATING EXPENSES	50,401	43,750	33,416	43,750
EQUIPMENT RENTAL	815	816	611	816
MIS-COMPUTER MAINTENANCE	82	0	0	0
MIS-DATA CENTER SERVICES	739	800	0	0
TOTAL INTERNAL SVCS COSTS	1,636	1,616	611	816
TOTAL ORGANIZATION	52,038	45,366	34,028	44,566

PERFORMANCE MEASUREMENTS

CRITERIA	2004 ACTUAL	2005 ACTUAL	2006 PROJECTED	2007 PROJECTED
JURY QUESTIONNAIRE/SUMMON	N/A	15,305	36,258	37,000
JURY DUTY	N/A	9,729	19,467	20,000

FUND 101 - GENERAL FUND
ORG 80301 - COUNTY CLERK-PLAT BOARD

ACCOUNT NAME	FUND 101 2005 ACTUAL	2006 CURRENT BUDGET	ACTUAL YTD 12/29/06	2006 BUDGET ADOPTED
PER DIEMS	2,065	4,500	210	4,500
TOTAL OPERATING EXPENSES	2,065	4,500	210	4,500
TOTAL ORGANIZATION	2,065	4,500	210	4,500

MACOMB COUNTY, MICHIGAN

GENERAL FUND

CLERK-REGISTER OF DEEDS

GENERAL COUNTY

101

23601

3

DEPARTMENT PURPOSE:

To record and maintain all documents concerning real estate transactions with Macomb County, as well as filing Uniform Commercial Code documents which pertain to financing of personal property within the County.

DEPARTMENT FUNCTIONS:

The Register of Deeds office performs many duties and requirements to meet legal guidelines for proper document recording.

- The requirements for recording include reviewing each instrument to determine recordability; determining required fees; collecting the fees; time stamping the instruments; assigning a register number, liber and page to each instrument; affixing the Michigan Transfer Tax(if applicable); indexing the instrument into the computer terminals; affixing the seal of Macomb County Register of Deeds; imaging for viewing by the general public; and mailing the instruments back to the proper parties.

DEPARTMENT POSITION CLASSIFICATIONS	2006 RANGE		AMENDED 2006 BUDGET	2007 BUDGET
Director, Register of Deeds Deputy	\$60,104	\$75,131	1	1
Supervisor of Records	32,414	40,518	2	2
Account Clerk IV	29,885	35,159	1	1
Cashier I (1)	29,156	34,301	3	3
Account Clerk III	29,281	33,465	3	3
Computer Maintenance Clerk	28,567	32,648	11	11
Account Clerk I/II	25,249	30,317	1	1
Typist Clerk I/II	24,634	28,856	5	5
Coop Clerk (3 PT)	8.00	8.61 /hr		
TOTAL			27	27
<u>REMONUMENTATION PROGRAM</u>				
Account Clerk III	\$29,281	\$33,465	1	1
(1) 1 Cashier I red-circled - filled with Acct Clerk IV until vacant (\$35,159)				

MACOMB COUNTY, MICHIGAN

2007 BUDGET SUMMARY

FUND 101 - GENERAL FUND
ORG 23601 - CLERK-REGISTER OF DEEDS

ACCOUNT NAME	FUND 101 2005 ACTUAL	2006 CURRENT BUDGET	ACTUAL YTD 12/29/06	2007 BUDGET ADOPTED
TOTAL PERSONNEL EXPENSES	1,425,552	1,647,214	1,491,440	1,740,970
OFFICE SUPPLIES	15,283	30,000	13,780	30,000
MICROFILM SUPPLIES	176,942	250,000	168,361	250,000
BOOKS & PUBLICATIONS	215	275	228	275
POSTAGE & DELIVERY	68,667	100,000	54,589	100,000
MEMBERSHIP DUES	750	850	0	850
LOCAL TRAVEL	0	400	0	400
TRAVEL EXPENSE	0	350	0	350
PRINT & BINDING	7,942	5,800	2,479	5,800
EQUIPMENT REPAIR & MAINT	7,335	8,400	6,224	8,400
EQUIPMENT RENTAL	369,442	625,000	231,398	625,000
REFUNDS	0	100	0	100
SPECIAL PROJECTS	0	10,000	0	10,000
MISCELLANEOUS	0	100	0	100
CASH OVER AND SHORT	0	200	96	200
TOTAL OPERATING EXPENSES	646,576	1,031,475	477,154	1,031,475
INSURANCE	7,452	8,535	6,401	10,227
TELEPHONE	8,467	11,267	10,328	10,559
EQUIPMENT RENTAL	3,636	3,636	2,727	3,305
MIS-COMPUTER MAINTENANCE	904	0	0	995
MIS-DATA CENTER SERVICES	8,128	0	0	12,463
TOTAL INTERNAL SVCS COSTS	28,587	23,438	19,456	37,549
TOTAL ORGANIZATION	2,100,714	2,702,127	1,988,050	2,809,994

PERFORMANCE MEASUREMENTS

CRITERIA	2004 ACTUAL	2005 ACTUAL	2006 PROJECTED	2007 PROJECTED
NUMBER OF RECORDINGS	273,629	234,997	200,000	205,000
NUMBER OF UCC'S	1,171	883	900	1,000
FILING FEES	\$4,571,126	\$4,007,282	\$3,000,000	\$3,200,000
TRANSFER TAX REVENUE	\$5,046,751	\$5,055,872	\$3,900,000	\$4,000,000